

Teacher



# TEACHER VOCATIONAL COMPETENCY MATRIX

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Submitted by Jean Jackson

## Document control

Version	Date released	Author	Description
1.0	25/02/2026	J. Jackson	J. Jackson initial submission for TAEPDD401

# Instructions

## Instructions to teachers/assessors

This teacher professional development register and vocational competency matrix is to be completed and updated on a regular basis so that it reflects your updated vocational competencies, experience, professional development and industry currency. It is recommended that teachers/assessors maintain and update their professional development logs (both for VET PD and industry currency) as soon as you have completed the activity.

Teachers/assessors must;

- Complete each part of this profile accurately and truthfully,
- Provide evidence, where required,
- Submit this completed profile into StudentWeb.
- Maintain industry currency and professional development in VET.
- [Purple text contains instructions.](#)

## Section 1 – Teacher/assessor details

Personal details			
<b>Full Name</b>	Jean Christine Dee Jackson		
<b>Email</b>	S10179665@student.bhtafe.edu.au	<b>Direct Phone (or mobile)</b>	+61 480 357 068

Training and assessment qualifications/skills set/units of competency				
Detail all your relevant training and assessment qualifications, skills sets or units of competency.	Award issue date	Issuing organisation	Manager use verify	
			Sighted	Initial
TAE40122 Certificate IV in Training and Assessment	Ongoing	Box Hill Institute	<input type="checkbox"/>	
NOTHING FOLLOWS	NOT APPLICABLE	NOT APPLICABLE	<input type="checkbox"/>	

Vocational/industry qualifications		
Detail all your vocational or other relevant qualifications, skills set, or units of competency.	Award issue date	Issuing organisation
NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE
NOTHING FOLLOWS	NOT APPLICABLE	NOT APPLICABLE

Professional memberships, affiliations and/or registrations (if applicable)			
Type (member/registration)	Organisation	Expiry/renewal date	Other details (if applicable)
NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE
NOTHING FOLLOWS	NOTHING FOLLOWS	NOTHING FOLLOWS	NOTHING FOLLOWS

## Section 2 – Vocational competency matrix and current industry skills

**Vocational competency** means the consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments. Vocational Competency can be evidenced by holding the same unit, holding an equivalent older version of the same unit and verifying there are no gaps, holding an older version of the same unit and providing details of how gaps have been addressed, other formal qualifications, professional development relating to the unit or demonstrating equivalency through a recognition of prior learning and experience.

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**Current industry skills** are the knowledge, skills and experience required by VET teachers and assessors and those who provide training and assessment under supervision to ensure that their training and assessment is based on current industry practices and meets the needs of industry.

Current industry skills may be informed by consultations with industry and may include, but is not limited to:

- a) having knowledge of and/or experience using the latest techniques and processes;
- b) possessing a high level of product knowledge;
- c) understanding and knowledge of legislation relevant to the industry and to employment and workplaces;
- d) being customer/client-oriented;
- e) possessing formal industry and training qualifications; and
- f) training content that reflects current industry practice.


Teachers/assessors must ensure all areas of each unit of competency are adequately addressed and sufficient verifiable evidence is provided.

Unit of competency delivered/assessed		Vocational competency held (or demonstrated equivalency)		Verifiable evidence of competence	Current industry skills/ experience directly relevant to the unit of competency
Unit code	Unit title				
List each unit of competency which is being delivered/assessed by this teacher/assessor for this training product.		Select the choice that aligns with how you will demonstrate vocational competency.	Detail the unit of competency code and title held by the teacher/assessor. Alternatively, detail how the teacher/assessor has demonstrated equivalent competency.	Provide details of what evidence is available to support vocational competence.	Provide details of current industry skills which are directly relevant to the unit of competency. Ensure verifiable evidence to support activity is retained.
<a href="#">ICTDBS505</a>	Monitor and improve knowledge management systems	I have industry experience to demonstrate competence in the UoC	To teach this unit, I currently: <ul style="list-style-type: none"> <li>Continually evaluate the structure and effectiveness of our workplace internal content and collaboration management systems.</li> <li>Assist and coach teams in best practices and required processes for maintaining knowledge and keeping it up to date.</li> <li>Publish and communicate updates to internal and external stakeholders.</li> <li>Maintain content quality by establishing and maintaining a strict review process.</li> </ul>	Reference from A. Pitts (Head of Product and Engineering) of Littlepay	Over the last three years, I have led the Knowledge Management function in my workplace, whose key area is to ensure that members of our organisation all know and understand how to contribute, search for, and give feedback on our internal content libraries.
<a href="#">ICTICT435</a>	Create technical documentation	I have industry experience to demonstrate competence in the UoC	To teach this unit, I currently: <ul style="list-style-type: none"> <li>Create, update, and publish technical documentation following an established development process which I put together with involvement from my subject matter experts.</li> </ul>	Reference from A. Pitts (Head of Product and Engineering) of Littlepay, S. Szablowska (Technical Communications	Over the last decade, I have continually created, reviewed, and published technical software documentation, working with a variety of stakeholders, understanding my audiences, and continually honing my craft through attending conferences,

Unit of competency delivered/assessed		Vocational competency held (or demonstrated equivalency)	Verifiable evidence of competence	Current industry skills/ experience directly relevant to the unit of competency	
Unit code	Unit title				
			<ul style="list-style-type: none"> <li>Follow, discuss, and discover established and emerging industry standards and best practices for writing style, as well as industry-specific standards and protocols.</li> <li>Develop and maintain an internal organisation best practices and style guide and templates that ensure ease of publication and high-quality content.</li> <li>Follow and uphold a strict peer- and SME review and approval process before content can be published.</li> <li>Solicit feedback through different channels available to both audience and stakeholders.</li> </ul>	Manager) of ITRS Group	adapting new industry trends, and learning from my peers.
<a href="#">ICTWEB522</a>	Develop website information architecture	I have industry experience to demonstrate competence in the UoC	<p>To teach this unit, I currently:</p> <ul style="list-style-type: none"> <li>Maintain and publish technical content through a hosted site owned by my organisation.</li> <li>Plan, revise, and continually improve our documentation site structure, navigation, and user experience.</li> <li>Maintain and implement strict role-based access controls based on business need and security requirements.</li> </ul>	Reference from A. Pitts (Head of Product and Engineering) of Littlepay, S. Szablowska (Technical Communications Manager) of ITRS Group	Throughout my career, I have worked exclusively with technology companies who deliver technical documentation and support articles through an online medium, whether public or restricted and proprietary.

Unit of competency delivered/assessed		Vocational competency held (or demonstrated equivalency)	Verifiable evidence of competence	Current industry skills/ experience directly relevant to the unit of competency
Unit code	Unit title			
			<ul style="list-style-type: none"> <li>Maintain guard rails and error reporting to spot broken links and other oversights that can affect the site's integrity.</li> </ul>	

## Section 4 – Declaration and verification

Teacher/assessor declaration			
I declare that the information provided on this profile and any related documentation is true and accurate. I have provided certified copies of all qualifications, statements of attainment, transcripts and records of results that have been listed on this profile. I give permission for my employer to verify the accuracy of information provided.			
<b>Full Name</b>	Jean Christine Dee Jackson		
<b>Signature</b>		<b>Date</b>	26 February 2026